

# Permit Procedures

A permit is required to erect a tent. (See exceptions other side.) A tent permit may be obtained at the municipal building;

**Department of Building Inspection  
841 N. Broadway, 10th Floor  
8 A.M. - 4 P.M.**

(Additional permits are required for L.P. Gas and any electrical or plumbing work.)

Be prepared to indicate the location of the tent, the date of installation and the date of removal. You will also need to submit a Certificate of Flame-proofing.

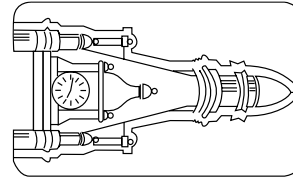
Upon approval from the plan examiner, a permit will be issued.

The permit fee for the erection of any tent on any one site is \$10 per tent. The minimum permit fee is \$50.

The owner, contractor or lessee must contact the construction inspector at 286-2513 to make arrangements for an inspection.

All electrical work must be completed by a licensed electrician.

**Call 286-2507 for further  
information.**



City  
of  
Milwaukee  
Department of  
Building Inspection  
841 N. Broadway 10th floor  
Milwaukee, WI 53202

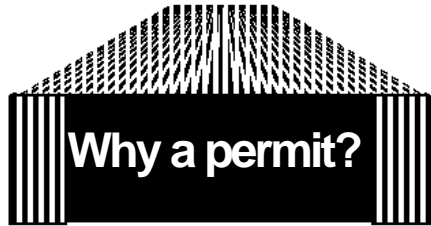


## CODE REQUIREMENTS FOR TENTS



Prepared by:  
The City of Milwaukee  
Department of Building Inspection

Revised 10/13/97 V2.2



At first glance putting up a tent seems to be a simple process. However, there could be a substantial risk to those erecting the tent as well as the occupants when there is a problem.

A person could be injured driving a stake into the ground by rupturing an electrical, water, gas or phone line. Besides the injury, critical emergency phone service could be interrupted, life support and manufacturing processes could be disturbed.

A lesson from history? The greatest risk in tents is fire. The lack of properly marked exits could trigger a panic where people could be crushed or cause the collapse of the tent causing further injury. For these reasons and more, the City of Milwaukee regulates the type, placement and setup of tents.

## Who Needs a permit?

A permit is required to erect a tent used for circuses, carnivals, religious meetings, civic events, promotional sales or other similar purposes. They may be erected for a period not to exceed 15 days. Tents used in conjunction with beer gardens may be erected for a period not to exceed 180 days per calendar year.

Exceptions are tents less than 600 square feet, tents erected solely for the private use by the owner and/or tenants on the premises which are exclusively

one-to-4 family residential uses, and tents with 3 or more open sides. Although these require no permit, the tents must still be erected in accordance with local and state codes.

## Where to locate the tent?

Tents which cover 1500 square feet or more of ground area shall be located at least 20 feet from any other structure or adjoining property lines.

## How to Stake it

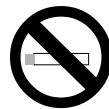
Stake lines shall be provided with proper protection to eliminate tripping hazards.

## Is the tent flameproof?

All tents shall be flameproofed. A certificate or a test report by a recognized testing engineer or laboratory shall be submitted to this department at the time a permit is obtained.

## What's on the ground?

The ground enclosed by a tent, and for a distance of not less than 10 feet outside of the tent on all sides shall be cleared of all flammable material or vegetation which will transmit fire.



## No Smoking in tents

Smoking is not allowed in any tent. "No Smoking" signs shall be conspicuously posted in all tents.

## Exits and exit signs required

Every tent shall have at least 2 standard exits located at or near opposite ends of the tent. Illuminated exit signs are required in tents where more than 100 persons can be accommodated.

## Capacity

The capacity of any tent covered by this brochure shall not exceed one person for each 6 square feet of the tent area.

## Other Required Equipment

Portable fire extinguishers shall be provided and conspicuously located in all tents. Toilet facilities (as approved by the department) shall be provided in conjunction with all tents.



## Additional Code requirements for heating and cooking appliances

All open flame heating or cooking devices must be listed by an independent testing laboratory such as U.L. or other approved testing laboratories .

L.P. gas tanks must be located outside of the tent and properly supported. Gas lines must be safeguarded to protect against possible damage. A fire extinguisher of 20 B.C. minimum must be located near the heating or cooking device.